

C O N F I D E N T I A L

17 January 1985

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (10-16 January 1985)

A. PROGRESS ON ACTION ITEMS

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2. ADP Records. IRMD prepared a memorandum for D/OIS signature soliciting the DA office directors' support for our efforts to prepare records control schedules covering their offices' machine-readable records. OIS plans to draft such schedules for all DA components in FY 85 and will be working with the DA component records management officers to meet this objective.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Historical Review Program. The Director of the Office of Information Services (D/OIS) chaired a meeting of participants in the Historical Review Program (HRP). The Agency Historian said that a letter had been sent to Dr. Warner, Archivist of the United States, to begin consultations on the HRP. Arrangements with the DI will be made for briefing personnel from the Historian's Office and the Classification and Review Division (CRD) on the DI's records systems. Chief, CRD, was tasked to: (1) collect data on Agency records for the period 1945-1947, including its predecessor organizations; (2) collate the guidelines used during the Systematic Classification Review Program; and (3) assess the results of the review of the OSS films during the last-mentioned program.

2. Micrographics Training. Representatives of IRMD and a representative of the Printing and Photography Division, Office of Logistics, met with Bill Doudnikoff, who conducts the GSA course on Micrographics Fundamentals. They discussed the dedicated course the latter will be running for MI careerists on 22-24 January. This is part of our continuing effort to provide information management training to careerists.

3. Micrographics Management. The OIS micrographic referent arranged for the National Micrographics System office in Silver Spring to demonstrate the Minolta RP 505, a microfilm reader/printer, to select representatives of the National Photographic Interpretation Center (NPIC). NPIC is interested in upgrading its micrographics operation and wanted to see what equipment is currently available.

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C. SCHEDULED EVENTS

25X1 1. On 16 January a representative from IRMD will meet with a
25X1 representative from the Office of Personnel to discuss the possibility of an
OIS records management survey of the [REDACTED] Recruitment Office in response to
a request by [REDACTED]

25X1 2. On 16 January representatives from ODP will visit the Regulatory
Policy Division (RPD) to brief RPD personnel on the results of research on
developing additional telecommunications links between RPD and components
involved in the regulatory system.

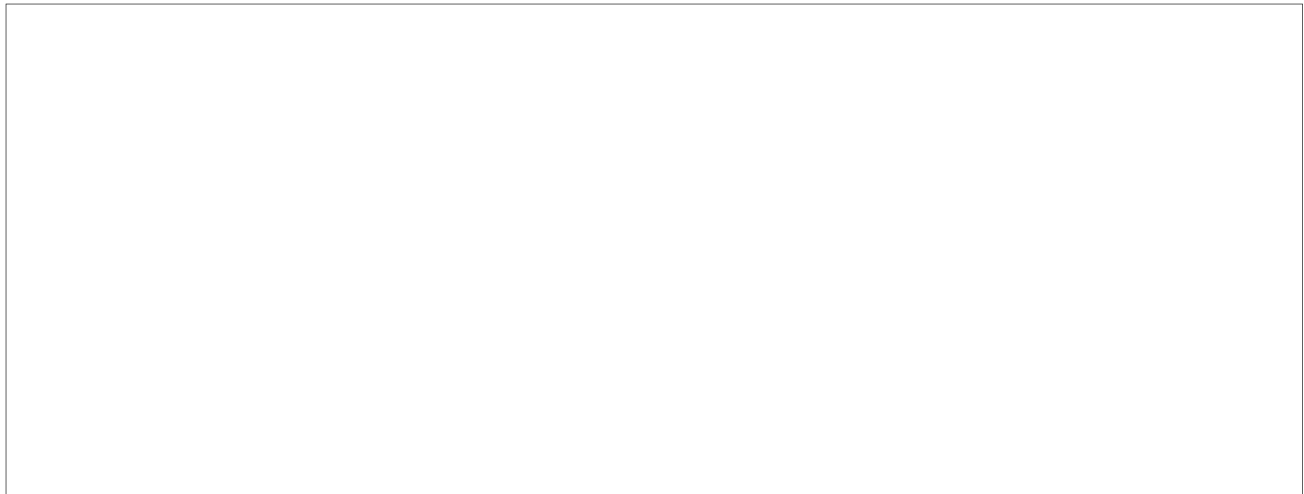
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15 January 1985

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report, 9-15 January 1985



The DIS called a meeting to discuss the Historical Review Program (HRP). Attending beside the DIS, were the DDIS; [redacted] Historian; [redacted] of the Historian's Office; Chief of CRD, and [redacted] of CRD. [redacted] stated that he had sent a letter to Dr. Warner, Archivist of the U.S. to begin consultations on the HRP. Arrangements with the DI will be made for briefing of History and CRD personnel on the DI records system. Chief, CRD was tasked to: (1) collect data on Agency records for the period 1945-1947 including SSU, CIG, and CIA; (2) pull together the guidelines used during the Systematic Classification Review program; and (3) check out the results of the review of the OSS films during the Systematic Classification Review program. [redacted]

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Chief,
Classification Review Division

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15 January 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 9-15 January 1985

1. Work in Progress

25X1 a. Ames Building ISC. DD/OIS, DC/IRMD, and [redacted] Chief,
25X1 Information Control Branch (ICB), met with [redacted] Chief,
25X1 Administrative Staff, Office of Global Issues (OGI), and [redacted]
25X1 OGI/RMO, to discuss the support provided to OGI elements by the Ames
Building Information Services Center (ISC). [redacted] reported that
OGI management was satisfied with the ISC arrangement and would continue
to work with us to ensure its success. He was concerned, however, about
emergency backup support for the Headquarters OGI Registry if its two
employees happened to be out on the same day. Backup personnel
previously were drawn from the OGI sub-registry in Ames Building that has
been replaced by the ISC. We explained that providing such backup
support could seriously affect ISC operations and emphasized that other
alternatives, such as in-house training of a backup, should be explored.
We agreed, however, to provide emergency support from the ISC on a
case-by-case basis, with the understanding any need for such support
should be very infrequent.

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25X1 c. ADP Records. [] Information Management Branch (IMB), prepared a memorandum for D/OIS signature soliciting the DA office directors' support for our effort to prepare records control schedules covering their offices' machine-readable records. OIS has an objective to draft such schedules for all DA components in FY-85, and IMB personnel will be working with the DA component records management officers to meet this objective.

2. Significant Events and Activities

25X1 a. Secretarial Task Force. The DA Secretarial Task Force met to review a draft report to PMCD commenting on the findings of its secretarial study. The Task Force approved with minor changes the draft report, which was prepared in OIS. The panel endorsed with qualifications the study option that would establish pay banding for secretarial positions and a related certification program. The report's recommendations on the requirement of shorthand for certain secretarial positions generated considerable discussion and the Task Force felt that Agency policy on this matter needed to be clarified. [] the Task Force Chairman, will present the group's findings to the Associate Deputy Director for Administration on 16 January 1985.

25X1 b. Micrographics Training. [] C/IMB, [] and [] IMB, and [] Printing and Photography Division, Office of Logistics, met with Bill Doudnikoff, who conducts the GSA course on Micrographics Fundamentals, to discuss the dedicated course he will be running for MI careerists on 22-24 January. This is part of our continuing effort to provide information management training to our careerists.

25X1 c. Micrographics Management. [] arranged for the National Micrographics System office in Silver Spring to demonstrate the Minolta RP 505, a microfilm reader/printer, for [] National Photographic Interpretation Center (NPIC) Records Management Officer, and Joseph Kernisky, NPIC Training Officer. NPIC is interested in upgrading its micrographics operation and wanted to see what equipment is currently available. The RP 505 has great potential for reproducing an overhead transparency from microfilm size back to full document size. Messrs. [] will consult with NPIC technical personnel to determine if the equipment should be purchased.

25X1 d. Forms Management. [] IMB, provided [] Office of Logistics, with a list of all preclassified forms stored there. This information was needed because an Office of Security (OS) audit of [] revealed that the present storage area for forms does not meet OS requirements for classified material.

25X1 e. Wang Administration. After much analysis and effort by [] Information Technology Branch, and Wang technicians, the Information and Privacy Division backup disk drive has been returned to service. []

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f. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 21 changes and 26 deletions.
ARCINS:	Jobs received/edited: 6.
	Jobs keyed: 8 consisting of
	2,318 entries.
	Jobs completed: 14.
	Title searches: 1.
Reference:	Serviced 3,520 requests for records.
Accessions:	Processed 83 cubic feet of Supplemental
	Distribution and Vital Records.
Disposition:	Transferred 232 cubic feet of material
	to the hammermill for destruction.
Special Runs:	One to OP.

3. Scheduled Events

25X1 C/ICB will be meeting with [] OP, on 16 January, to
25X1 discuss the possibility of an OIS records management survey of []
25X1 Recruitment Office.

15 January 1985

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 9 January
through 15 January 1985

25X1 1. RPD is currently processing 99 jobs.

2. The tempo of activities increased significantly during the week as RPD received 14 issuances for processing. Most prominent among them were: a notice announcing Salary Increases effective 6 January which will be included in the 31 January salary payments; a notice declaring 21 January 1985 as a legal public holiday for Federal employees working in the Washington, D.C. metropolitan area to celebrate the inauguration of the President; and a bulletin rescheduling the appearance of Lt. General Vernon Walters as guest speaker in the Auditorium in February.

25X1 4. ODP Consulting Services Representatives,

25X1 will visit RPD on 16 January to brief on the results of their
research on developing additional telecommunications links between RPD
and those involved in the regulatory system.

C-O-N-F-I-D-E-N-T-I-A-L

25X1 5. [] are attending Agency orientation
courses. Sally Weiler attended a one day WANG course on Alliance
25X1 Transition. [] returned from the "International Economics"
course of which he spoke highly and which presented a sober picture of
international economic health. RPD responded to requests from DDI, OS, OC,
25X1 OP, DO, and OL. Our clerical employees handled 158 telephone calls. []
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